

RFP CHECKLIST

Please check the following items to indicate that your proposal contains each of the items described below.

- ☐ **One original and five copies** of the RFP Cover Pages 2-5, each with original signatures (Attach to each of the 6 application packets)
- ☐ **Original plus five (5) proposal application packets** that include the following:
 - ☐ Request for Taxpayer Identification Number(s) and Certification (W-9) (Attachment D)
 - ☐ Proposal Questionnaire (Attachment A)
 - ☐ Activities/Outcome Form (Attachment B)
 - ☐ Budget (Attachment C)
 - ☐ Other Required Attachments
 - ☐ Organizational chart
 - ☐ Grant funded Job Descriptions
 - ☐ Agency's Non-Discrimination in Employment Policy
 - ☐ Agency's Confidentiality Policy
 - ☐ Letter(s) of support
 - ☐ Written MDT Protocol/Interagency Agreement
 - ☐ Subcontract Agreement (if applicable)
 - ☐ List of the current members of the Board of Directors
 - ☐ 2005 -2006 fiscal year operating budget, including funding sources
 - ☐ 2005-2006 actual costs, including funding sources
 - ☐ Optional Attachments
 - ☐ Monthly Reimbursement Request Letter